

**COLUMBUS RECREATION AND PARKS
DEPARTMENT
JOB DESCRIPTION**



Position: Counselor In Training (C.I.T)
Program: Summer Day Camp – Indian Village or Camp Terra
Program Hours: Monday – Friday 8:30 a.m. – 4:30 p.m.

SUMMARY OF RESPONSIBILITIES:

Assist Director and counselors in coordination and organizing recreational activities for youth ages 6-12.

DUTIES:

Assist youth in arts and crafts, games, sports, and outdoor activities. Ensure the safety of program participants at all times. Assist in maintaining organization of site by completing tasks assigned. Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties. Take the initiative to assist site staff in daily duties. Maintain a thorough knowledge of all policies and procedures; make sure policies and procedures are followed at all times. Assist in the supervision of youth while on excursions. Maintain positive environment for program participants. Strive to be a role model for program participants. Perform other duties as assigned.

WORK ENVIRONMENT:

Work primarily in an outdoor park facility. May work both indoors and outdoors in varying types of weather with exposure to noise, dust and sun.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Requires a desire to work with youth and to interact in a positive manner with all ages and types of children. Requires a desire to develop leadership skills, problem solving abilities and decision-making skills. Must possess the ability to motivate self and youth in an enthusiastic manner. Must be reliable, honest, creative and willing to follow through on all assigned tasks. Must have reliable transportation to and from camp and must work Monday through Friday of all assigned weeks.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Must be between the ages of 13-17 years of age. Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred. Qualified applicants will possess a clean and professional appearance and attitude. Gals: NO SHORT SHORTS. Guys: NO FRAYED CUT OFFS.

COUNSELOR IN TRAINING

This program is offered, through the Columbus Recreation and Parks Department, to 13-17 year old students to help them develop leadership skills. These CIT's work with our Summer Day Camp Staff. The activities focus on such skills as planning, responsibility to the child and safety training.

Application must be received by Monday, May 2th. On May 5th and May 6th the Columbus Recreation and Parks employees will call all applicants to set up an interview time. Interviews will take place on Monday, May 16th and Tuesday, May 17th from 5:00 p.m. – 9:00 p.m.

C. I. T. Information:

Selected applicants **are required** to attend C.I.T. Orientation/Training on June 8th from 6-9pm.

Dates of Camp:

Week 1	June 20-24	Week 5	July 18-22	Week 9	August 15-19
Week 2	June 27-July 1	Week 6	July 25-29	Week 10	August 22-26
Week 3	July 5-8	Week 7	August 1-5		
Week 4	July 11-15	Week 8	August 8-12		

Counselor in Training Application Return to Indian Village by Monday, May 2 (Please print all information)

NAME: _____
LAST FIRST NICK NAME

DATE OF BIRTH: _____ PRESENT AGE: _____ F M

SCHOOL: _____ GRADE: _____

PARENT(S) NAME: _____

HOME PHONE NO.: _____ PARENT'S WORK NO.: _____

IN CASE OF EMERGENCY AND PARENT/GUARDIAN CANNOT BE LOCATED

NOTIFY: _____

HOME NO.: _____ WORK NO.: _____

LIST PREVIOUS EXPERIENCE WITH CHILDREN: _____

LIST ANY HOBBIES OR AREAS OF INTEREST THAT YOU HAVE:

WHY DO YOU WANT TO BE A COUNSELOR IN TRAINING?

PLEASE LIST THREE REFERENCES: NAMES AND PHONE NO'S (TEACHERS, MINISTERS, ETC. NO RELATIVES)

1. _____

2. _____

3. _____

PLEASE MARK AN "X" FOR THE WEEKS YOU WOULD LIKE TO WORK UNDER THE CORRECT CAMP.

	Indian Village	Camp Terra
WEEK 1	_____	_____
WEEK 2	_____	_____
WEEK 3	_____	_____
WEEK 4	_____	_____
WEEK 5	_____	_____
WEEK 6	_____	_____
WEEK 7	_____	_____
WEEK 8	_____	_____
WEEK 9	_____	_____
WEEK 10	_____	_____

CIT AGREEMENT FORM

I, _____, agree to serve, if selected, as a volunteer Counselor in Training with the Columbus Recreation and Parks during the summer of 2005. I will comply with all the following conditions and requirements:

1. I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Columbus Recreation and Parks.
2. I agree to attend camp punctually each day. In the event of illness or an emergency, I will call my supervisor as soon as possible to notify him/her of my absence.
3. It is understood that since I am not an employee, I am not entitled to City of Columbus health insurance, worker's compensation programs, or any other benefit given an employee of the City of Columbus.
4. I have read and understand the Counselor in Training program information and agree to perform the duties therein to the best of my ability.
5. If my work performance or behavior is in any way deemed unacceptable by the Programs Coordinator, I understand that I may be terminated immediately.

I understand that completion of the application process for the Counselor in Training position does not guarantee acceptance in the program.

Counselor in Training Applicant's Signature Date

Parent's Signature Date

Indian Village
Columbus Recreation and Parks
3200 Indian Village Road
Columbus, OH 43221

Phone (614) 645-3380
Fax (614) 645-2768
devallant@columbus.gov

Dear CIT Applicant,

Enclosed you will find a Counselor in Training application, please fill it out and return it to me at the address listed below or via email. CIT application deadline is May 2nd, on May 5th and 6th I will be calling each of the applicants to set up interviews. There are 20 CIT positions open each week for Indian Village and 10 CIT positions for Camp Terra. Therefore please note which camp you would prefer to work at and which weeks you are available on your application.

Please note that if you are chosen, this is a volunteer program, there is no cost to you. However if we feel you are not performing up to expectations we reserve the right to dismiss you.

If you have any questions please call me at 614-645-3380.

Thanks,

Darcie E. Vallant
Environmental Education Supervisor

Indian Village
3200 Indian Village Road
Columbus, OH 43221